

	CREATION DATE May 16, 2017	DATE REVISED May 16, 2017
	POLICY AREA / CATEGORY STANDING RULES	DATE APPROVED / EFFECTIVE DATE May 16, 2017
STANDING RULE TITLE 1: RULES OF ORDER	VERSION	DATE REVIEWED October 21, 2020

**SUMMARY & PURPOSE:**

This standing rule shall serve as the foundation document that informs the process for creating, editing, or deleting all other standing rules and policies and procedures. It includes the thresholds that must be achieved before any decision can be executed. It also outlines the decision-making guidelines that support all key functions of certification activities.

**DEFINITIONS:**

Standing Rule: an organizational doctrine or standard that describes a key governing or oversight process or principle that should be amended with caution and enhanced deliberation.

Policy: an organizational doctrine or standard that describes more routine organizational functions that likely occur on a daily basis.

Procedure: the key steps or items that must be in place to ensure that standing rules and procedures are adhered to and make clear what needs to be done to meet each.

SSH Certification Staff:

**STANDING RULE:**

The Certification Council shall, as much as possible, perform all work with due diligence following established processes. The following shall apply:

- The Council shall approve all Standing Rules, Policies, and Procedures.
- Standing Rules shall be approved with at least a 67% (2/3's) vote of approval of all voting members of the Council.
- Policies shall be approved with a simple majority vote of approval according to the voting guidelines in Standing Rule 6.
- All other Council decisions except as specifically stated in a Standing Rule or Policy shall have a simple majority vote of approval according to the voting guidelines in Standing Rule 6.

The following decision-making guidelines shall also apply if not included in the above:

- Day-to-day operational decisions shall be the responsibility of SSH Certification staff.
- Decisions that affect an individual's ability to achieve or maintain certification shall be the responsibility of the Council.
- Decisions that require a time-sensitive response can be made by SSH Certification staff, and in coordination with Council leadership when possible and appropriate.

**SCOPE/APPLICABILITY:**

This shall apply to all certification activities.

**PROCEDURES TO ENSURE COMPLIANCE:**

- The SSH Certification staff shall capture all votes to the thresholds listed above for the appropriate activities.
- Council members shall have a responsibility to adhere to the items in this Standing Rule.

**SUPPORTING/REFERENCE DOCUMENTATION:**

- None

**RELATED POLICIES & PROCEDURES AND ASSOCIATED FORMS:**

- Standing Rule 6: Meetings

**ASSOCIATED NCCA STANDARD(S):**

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**POSTED PUBLICLY: YES**